



National FFA Organization

Premiere Leadership
Personal Growth
Career Success

New Jersey FFA Association • New Jersey Department of Agriculture
Corner of Warren and Market Streets • P.O. Box 330 • Trenton, NJ 08625-0330
1-877-Ag Ed FFA (243-3332) • Fax: (609) 633-2421

April 2014

Dear Chapter Advisor:

It's about that time when New Jersey FFA members will converge for the very first time at Monmouth University for the 85th New Jersey State FFA Convention. This is a joyous occasion to recognize our members for the successes they have acquired throughout this year. Along with the celebration comes a great responsibility of your chapter to the New Jersey FFA Association. In order to maintain your chapter charter, the New Jersey FFA Association requires you to send two representatives to serve as official delegates during the State Convention. Serving as a leadership delegate is an exciting and great leadership opportunity for two members of your FFA chapter. The delegates representing your chapter should be chosen based on their leadership roles as chapter FFA officers.

The delegate process is an important part of the New Jersey FFA State Convention. To ensure that this process is a success, I ask that you please distribute this packet to the two official delegates from your FFA Chapter. Please make sure to discuss the information provided with your FFA chapter members. It is very important that they have an understanding of the material. The business conducted by the 85th New Jersey FFA Convention delegates will impact New Jersey's more than 2,600 members for the next year and years to come.

Serving as a delegate is an honor, and like many honors, is accompanied by great responsibility. Delegates must have strong leadership qualities and enthusiasm. They are your FFA chapter representation and must be dedicated to bringing your chapter's voice to the decision making process. Our association relies on these individuals to continue the success of New Jersey FFA. These members will serve as role models to those in attendance at the state convention.

If you have any questions, please feel free to contact Mrs. Erin Noble, State FFA Specialist, at 877-243-3332. If you have not notified the State Office of the names of your delegates, please do so immediately. The 2013-2014 New Jersey FFA State Officer Team looks forward to seeing your chapter at the 85th New Jersey FFA State Convention as we strive to "Fuel Your Fire."

Sincerely,

Kyle Clement
2013-14 New Jersey State FFA President
New Jersey FFA Association- "Fuel Your Fire"



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Dear 2014 State FFA Convention Delegates:

Congratulations on being chosen as a delegate for the 85th New Jersey State FFA Convention! The role of a delegate is essential to the success of convention. During your time as a delegate, you will be responsible for making decisions that will not only impact your chapter but all of New Jersey's more than 2,600 members from 37 chapters statewide. Your role at convention is to not only contribute to the delegate process but also to showcase your leadership skills and enthusiasm for the FFA. As a delegate you serve as a role model for other members. Whether delegates are dancing on stage at the beginning of sessions, pumping up members with excitement for sessions, or standing and cheering for awesome speakers or FFA members, state convention delegates serve as the heart and soul of the convention with some of the best seats in the house. Your enthusiasm and excitement is what will make this year's convention a success! I ask that you help me show the members how fun and exciting the New Jersey FFA State Convention can truly be.

The materials that are included in this packet will aide in your understanding of the delegate process, so I ask you to review them and discuss them with your advisor. In doing so you will be more informed and better able to make sound decisions at convention. You should also review the rules of parliamentary procedure. This will be crucial to your understanding of what occurs during the business sessions at convention. A summary of the motions has been enclosed for your reference.

Please find the following items in your delegate packet. Bring this material to the delegate meeting on Wednesday, May 21 at 6:00 pm in Pollak Theatre. See you then!

2014 State Convention Delegate Checklist

- _____ **Introductory Delegate letter**
- _____ **Schedule for Delegates**
- _____ **Chapter Committee Assignments**
- _____ **Constitutional amendment for consideration at National Convention**
- _____ **Useful Information for Delegate Business Session**
- _____ **Summary of Motions**
- Also Bring:**
- _____ **Notebook**
- _____ **Pens and Pencils**
- _____ **FFA Manual**
- _____ **Calendar to mark important dates**

Please review the enclosed material carefully. We encourage you to bring discussion to the delegate business meeting during the convention. If you have any questions, contact Mrs. Erin Noble, State FFA Specialist, at 877-243-3332 or myself at khclement172@gmail.com. The 2013-2014 New Jersey State FFA Officers look forward to your attendance and participation!

Sincerely,

Kyle Clement
2013-14 New Jersey State FFA President

2014 DELEGATE SCHEDULE

Wednesday, May 21, 2014

Nominating Committee: 1:00 pm – Pollak Theatre, Room 139

Delegates arrive: 1:00 pm – Registration

Dinner: 5:00 to 5:45 pm – Magill Commons

Delegate Orientation: 6:00 pm – Pollak Theatre, Auditorium

First Session: (Delegates in seats at 7:15 pm)
7:30 pm – Pollak Theatre, Auditorium
Keynote Speaker: Ryan Moran
FFA Scholarship Presentations

Thursday, May 22, 2014

Second Session: (Delegates in seats at 8:15 am)
8:30 am – Pollak Theatre, Auditorium

Committee Meetings: 10:00 am

- **Constitution, Bylaws and POA**
Bey Hall, TBA, Kyle Clement, State FFA President
- **CDE Review and Evaluation**
Bey Hall, Room 128, Stuart Faunce, State FFA Parliamentarian
- **Membership and Chapter Relations**
Bey Hall, Room 228, Catherine Cincotta, State FFA Reporter
- **State Leadership Activities**
Bey Hall, Room 223, Delaney Gray, State FFA Vice President
- **State Convention Evaluation**
Bey Hall, TBA, David Watts, State FFA Sentinel
- **State FFA Applications**
Bey Hall, Room 225, Kristianne Dowd, State FFA Treasurer
- **Hort Expo Review and Evaluation**
Bey Hall, Room 129, Kelly Gangel, State FFA Secretary

Delegate Business Session*: 1:00 pm – Pollak Theatre, Auditorium
including Committee Reports

Third Session: 2:30 pm – Pollak Theatre, Auditorium
Convention Event Awards

CDE Awards Ceremony & Talent Review 4:30 pm – Pollak Theatre, Auditorium
Career Development Event Awards

Fourth Session: **(Delegates in seats at 7:15 pm)**
7:30 pm - Pollak Theatre, Auditorium
Keynote Address: Mitch Baker, National FFA Secretary
NJ FFA Association Annual Report
Honorary Garden State FFA Degree Ceremony

***Delegate Business Session** This session will be conducted if needed following the Fourth Convention Session

Friday, May 23, 2014

Fifth Session: **(Delegates in seats at 8:15 am)**
8:30 am - Pollak Theatre
Chapter Evaluation Awards
Distinguished Service Awards
State Proficiency Award Presentations
Garden State Degree Ceremony
Nominating Committee Report
Installation of 2014-2015 State FFA Officers

Committee Assignments

Chapter	Region	Delegate #1	Delegate #2
Allentown	Central	B	D
Bankbridge Regional	Southern	E	G
BCIT- Medford	Central	E	F
BCIT- Westampton	Central	E	G
BCIT- West Vet	Central	F	D
Belvidere	Northern	A	B
BTHS	Central	E	F
Buena	Southern	A	C
Camden Pennsauken	Southern	D	F
Camden Tech East	Southern	A	G
Cape May County Tech	Southern	A	G
Calais School	Northern	A	E
Cumberland Regional	Southern	B	G
Delsea Regional	Southern	E	G
Essex County VTS Agriscience	Northern	C	G
Freehold	Central	C	F
Hackettstown	Northern	A	F
Hunterdon County PolyTech	Central	C	A
Middlesex East Brunswick	Central	C	G
Middlesex Piscataway	Central	A	F
Monmouth County	Central	D	G
Newton	Northern	B	F
North Warren	Northern	B	C
Northern Burlington	Central	B	D
Northern Burlington Middle	Central	F	G
Ocean County	Central	A	F
Pemberton Township		B	E
Penns Grove	Southern	C	E
Phillipsburg	Northern	B	D
Salem Co. V.T.	Southern	C	D
Somerset	Central	B	E
South Hunterdon	Central	A	D
South Hunterdon Middle	Central	E	F
Sussex County	Northern	C	B
Union County	Northern	A	D
Warren Hills	Northern	B	E
Woodstown	Southern	C	D

KEY TO COMMITTEES:

- A. Constitution, Bylaws and Program of Activities
- B. Career Development Event Review and Evaluation
- C. State Applications
- D. State Leadership Activities
- E. State Convention Evaluation
- F. Membership and Chapter Relations
- G. Horticultural Exposition Review and Evaluation

**2014 Proposed Amendments
for the Constitution and By-Laws of the New Jersey FFA Association, Inc.**

AMENDMENT #1:

Bylaws: Article I- Organization of Local Chapters, Section C.

CURRENT: “If the above standards are not met by May 1, the State Executive Board may make recommendations to the delegate body at the state convention to remove the chapter's charter or vote to grant a grace period for the chapter to fulfill the requirements.”

PROPOSED: Replace “*Grace Period*” with “*Probation*”. Insert a following clarification sentence stating “*A chapter placed on probation will not be able to participate in State/National events until the standards necessary for the chapter to remain chartered with the NJ State FFA Association are met*” so that Article IV, Section D should read:

“If the above standards are not met by May 1, the State Executive Board may make recommendations to the delegate body at the state convention to remove the chapter's charter or vote to grant a **probation** for the chapter to fulfill the requirements. **A chapter placed on probation will not be able to participate in State/National events until the standards necessary for the chapter to remain chartered with the NJ State FFA Association are met.** The chapter will be informed that the State Executive Board will be voting on the recommendations concerning the chapter's charter.”

RATIONALE FOR AMENDMENT:

The wording of the actions to be taken in the Bylaws regarding chapters who have not met the requirements necessary to remain chartered with the NJ State FFA Association do not accurately reflect our current terminology.

AMENDMENT #2:

Bylaws: Article III- State Officers.

CURRENT: n/a

PROPOSED: Insert a Section J that should read:

“Being that State Officers receive a high degree of exclusive professional leadership and public speaking training, State Officers still enrolled in secondary education are not permitted to compete in individual Career Development Events.”

RATIONALE FOR AMENDMENT:

A concern has been expressed regarding the high degree of training state officers receive that differs from that of chapter members. Competing in an individual CDE like Prepared Public Speaking, for example, could be perceived as they are taking away opportunities from members who do not have access to that level of training.

AMENDMENTS FROM NATIONAL FFA

2014 National FFA Constitutional Proposal

Amendment Proposal to the National FFA Constitution & Bylaws

Submitted by: Illinois Association FFA

Current

An amendment to the National FFA Constitution may be adopted by a two-thirds vote of the official delegates at the national FFA convention. An amendment to the Bylaws shall require a majority vote of the official delegates at the National FFA Convention.

Proposed

An amendment to the National FFA Constitution may be adopted by a two-thirds vote of the official delegates *and ratification by a majority of the state associations with official delegates* at the National FFA Convention. An amendment to the Bylaws shall require a majority vote of the official delegates *and ratification by a majority of the state associations with official delegates* at the National FFA Convention.

Motion

To amend the vote by which amendments to the Constitution and ByLaws may be amended by inserting “*and ratification by a majority of the state associations with official delegates*” prior to the words “*at the National FFA Convention*” in **Article XVII, Section B**, of the National FFA Constitution.

Rationale

- ◆ This amendment reinforces the value of each state association’s needs, while respecting the value of its members. Under the 2012 National Convention Delegate allocation and the current rules, amendments to the bylaws can be made with only 10 states voting in favor.
- ◆ It is apparent in Public Law 105-225 (formerly PL81-740) and the National FFA Constitution that the rights of the state associations are to be secured. The current process places the control of the National Organization in the hands of a minority and does not preserve the right of all associations to control their own destiny, and effectively silences the voice of 42 of our state associations.
- ◆ In respect to constitutional issues, this proposal will set up a model similar to the United States Congress which values the rights of the citizens, but preserves the rights of the states. Regular business items would continue to be treated according to established Parliamentary Law.
- ◆ This amendment reinforces, in addition to the value of each associations’ unique needs, the purposes of the organization as indicated by the intent communicated elsewhere in the FFA Constitution in no fewer than three separate places, specifically:

- ◇ *Article III, Section A: The National FFA Organization is the organization of, by and for students enrolled in agricultural education programs. **It shall consist of chartered state associations** composed of not less than four chapters chartered by a state association...*
- ◇ *Article IV, Section A: ... The National FFA Board of Directors shall have the power to suspend the charter of any state association... a report of all suspensions shall be presented by the board to the delegates at the next succeeding national convention. In the event a state association is not in good standing at the time of the opening of a national convention, the delegates in session at that national convention shall have the power, **upon recommendation of the National FFA Board of Directors**, to withdraw the charter and **refuse such association official representation** at the annual national convention...*
- ◇ *Article XII, Section B: ... A quorum shall exist when both the following conditions are met at the time business is conducted: a majority of the official delegates registered at the national convention is present and **at least 26 state associations are represented by official delegates**...*
- ◇ Essentially, the constitution clearly states that the organization is composed of state associations as equally as it is composed of individual members; that a policy already exists for restricting or eliminating the ability of those associations to be heard and without specific recommendation from the Board of Directors, each association is to continue to be represented; and that official business cannot be conducted without the majority of state associations being represented. This amendment assures that the intent of the constitution as well as the well-being of the organization are provided for in the event of Constitutional or By-Law amendments, assuring that the change is in the best interest of the majority of associations in addition to the vast majority of members.

Example of Process

- ◆ One additional step would be required before a proposed amendment to the Constitution or ByLaws could be adopted.
- ◆ After the delegate vote was taken, a roll call by states would be conducted, with one official delegate selected by the State Association (presumably the State Association President) casting a vote: 1) to adopt the proposal, 2) to reject the proposal or 3) to abstain. A majority of the State Associations with official delegates seated at the National FFA Convention must vote in favor of adopting the proposal in order for it to be enacted. If the majority of the delegates fail to ratify a proposed amendment, the roll call by state would be unnecessary.



Useful Information for the Delegate Business Session

The Meaning of “Motion”

The primary purpose of the delegate business session is for the delegates to make decisions. To begin the process of making any decision, a member offers a proposal by “making a motion.” A **motion** is a formal proposal by a member, in a meeting, that the group take a certain action.

How a motion gets before a group

How to make a main motion

1. Raise your delegate card.
2. Be recognized by the chair.
3. State your name and chapter.
4. State “**I move that . . .**” or “**I move to . . .**” and then clearly describe the proposal. It is important to say precisely what the words of the motion are to be. The group votes on exact language, not a vague idea.

How to second a motion

Once a member makes a main motion, it must be seconded to be considered by the group. This shows that at least two members want the motion considered. If there is no second, the motion dies and is not put before the group for discussion.

1. Raise your delegate card.
2. Be recognized by the chair.
3. State your name and chapter.
4. State “**I second the motion**” or “**Second**”

Some other motions you may hear in the delegate business session

Amendments

Amendments are used to modify the wording, and within limits, the meaning of the motion on the floor. Amendments should say exactly where the change is to be made and precisely what words to use. To make this motion, you would state “**I move to amend the main motion by . . .**” and then you would identify what you want to do. This action can include adding words, striking out words or adding and striking out words. An amendment may not change the original intent of the motion. The vote on the amendment *does not* decide whether the motion will be adopted, only whether the wording in the motion will be changed. After an amendment is adopted, the motion as amended can be further debated. If an amendment is adopted, a vote will be taken on the main motion as amended. Only if the motion as amended passes will the group decide to do what was proposed.

Previous Question

The adoption of previous question immediately closes debate and also prevents the making of any amendments. It may be made at any time while a debatable amendment is on the floor. Since it limits a member's rights, the motion for previous question requires a two-thirds vote. It is not debatable. The proper wording to close debate and immediately vote on the motion on the floor is to say, “**I move the previous question.**” If previous question passes, the main motion will get voted on immediately. If previous question fails, discussion may continue on the main motion before voting on it.

Division of the House

When you, as a delegate, reasonably doubt the result of a voice vote, you have the right to demand that the vote be re-taken as a counted vote, by calling division of the house. Immediately following the vote and prior to the next action of the chair, you would call out “**Division of the house.**” No second is needed and once called the chair proceeds to give directions for a counted vote.

Voting

Majority

A **majority vote** is normally required to adopt a motion or to elect office. It is defined as “one more than half of the votes cast by persons legally entitled to vote.” The result of a majority vote is decided through a voice vote.

Two-thirds

A two-thirds vote is required in particular circumstances, most notably to suspend the rules or to limit, extend, or close debate. It is defined as “at least two-thirds of the votes cast by persons legally entitled to vote.” Whenever a two-thirds vote is required to pass a motion, the chair will take a standing vote.



Summary of Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
Privileged Motions					
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Raise a Question of Privilege	No	No	No	Chair Grants	No
Call for the Orders of the Day	No	No	No	No vote, demand	No
Subsidiary Motions					
Lay on the table	Yes	No	No	Majority	Neg. only (3)
Previous Question	Yes	No	No	2/3	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	2/3	Yes
Postpone to a Certain Time (or Definitely)	Yes	Yes	Yes	Majority	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes (1)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm. Only
Main Motion	Yes	Yes	Yes	Majority	Yes
Incidental Motions					
Appeal	Yes	Yes (1)	No	Majority	Yes
Division of the Assembly	No	No	No	No vote, demand	No
Division of a Question	Yes	No	Yes	Majority	No
Objection to the Consideration of a Question	No	No	No	2/3	Neg. only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of order	No	No	No	Normally no vote Chair rules	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
Motions That Bring a Question Again Before the Assembly					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Majority with notice, 2/3, or majority of membership (3)	Neg. Only
Take from the Table (4)	Yes	No	No	Majority	No

(1) If applied to a debatable motion

(2) Rules of Order - 2/3 vote, standing rules - majority vote

(3) Refer to *Robert's Rules of Order Newly Revised* (10th edition) for rule(s)

(4) Refer to CDE rule #9 before using these motions in the demonstration

The parliamentary procedure career development event committee developed information on the chart by using *Robert's Rules of Order*.

For more information on parliamentary procedure, see the *FFA Student Handbook*, which contains a complete chapter on the subject.

Even more detail on the subject is available in parliamentary procedure books such as *Robert's Rules of Order*.